

Frederick County Department of Aging

Volunteer Position Description

Position Title	Meals on Wheels Home Delivery Volunteer
Purpose	To deliver nutritious, prepared meals at mid-day to homebound clients who are unable to safely shop or prepare food on their own. In addition, the volunteer provides a brief visual check to assure client is safe and well.
Position Description of Duties	<ol style="list-style-type: none"> 1. Pick up prepared meals at designated provider kitchen 2. Transport meals in provided temperature controlled carriers to clients on a pre-assigned, fixed route 3. Route generally services 8-10 clients in a limited geographic area for which written driving directions are provided. 4. Meals are delivered to individual's home, and volunteer may assist client with opening containers, placing 2nd meal in refrigerator for later use. 5. Conduct a brief visit and well-being check of client 6. Return empty carriers to vendor kitchen 7. Report any changes or concerns to MoW coordinator
Qualifications for position	<ol style="list-style-type: none"> 1. Age 18 or older. (Younger volunteers must be accompanied by a parent or guardian.) 2. Has access to an automobile in good working condition 3. Able to lift up to 35 lbs (carriers into vehicles) 4. Able to walk short distances and climb stairs while carrying meals. 5. Able to read English (written route sheets and driving directions) 6. Sensitive to needs and limitations of homebound adults. 7. Able and willing to communicate effectively with older adults and adults with disabilities. 8. Able to commit to weekly or substitute delivery schedule.
Time Requirement	<ol style="list-style-type: none"> 1. mid-day, Monday through Friday 2. Weekly commitment or 3. As needed on substitute basis
Location of Assignment	Vendor kitchen locations vary in the greater Frederick City area. Every attempt will be made to match volunteers with kitchen closest to their residence or workplace.

Orientation and Training	<ol style="list-style-type: none"> 1. Application and background check required. 2. Power point slide orientation 3. Paired with seasoned volunteer for 'on the job' training until individual is comfortable with solo responsibility (usually one or two route deliveries) 4. Occasional special training sessions
Benefits	<ol style="list-style-type: none"> 1. Opportunity to provide older and other homebound adults with nutritious meals and a friendly visit 2. Personal satisfaction
Evaluation & Reporting Procedures	<ol style="list-style-type: none"> 1. Ongoing/frequent communication between MoW staff and volunteers to assure meal delivery and client well being 2. All route sheets contain instructions and phone numbers for immediate contact
Supervisor:	Meals on Wheels staff
Contact Person:	Mary Feaster
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